

Hall of Records  
Commission

**QUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. **244**  
PAGE  
NO. **1** ✓

1. Requesting Agency  
**UNIVERSITY OF MARYLAND**

2. Division or Bureau of Requesting Agency  
**UNIVERSITY POLICE /CP**

3. Authorization Requested (Check only one of the squares below)

- ☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- ☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- ☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

**1. OFFICERS' REPORTS**

Quantity: 8 drawers (12 cubic feet)  
Dates: 1946 - -  
File Arrangement: By type of report and chronological therein  
Annual Accumulation: 1 drawer

This file contains the original report of the officer investigating any crime, complaint, accident, etc. occurring within the jurisdiction of the campus police. The form used for this purpose shows name and address of victim or complainant, offense, place, date, time, method by which the crime or complaint was first received, officer's name, and the narrative report. Occasionally substantiating documents are included in the file.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AND THEN DESTROY.

**2. TRAFFIC VIOLATION TICKETS**

Size: 5" x 8"  
Quantity: 6 cubic feet  
Dates: 1952 - -  
File Arrangement: Numerical  
Annual Accumulation: 2 cubic feet  
Disposable Amount: 2 cubic feet

The traffic ticket is prepared in triplicate:

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*George O. Weber* Signature *Director, Physical Plant* Title *3/7/56* Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*3/9/56* Date *Mervin S. Dabaly* Archivist *APR - 9 1956* Date *[Signature]* Secretary

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

Original - in numerical order in police cashier's office, is used for audit purposes

Duplicate - in alphabetical order in police cashier's office and is considered non-record within the meaning of the statute governing non-record material (Art. 41, Section 155, Annotated Code of 1951).

Triplicate - offender's copy

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. ACCIDENT REPORT

Size: 8½" x 11"

Quantity: 1 drawer

Dates: 1946 - -

File Arrangement: Chronological

Annual Accumulation: 2 linear inches

The accident report is made on the standard form required by the Department of Motor Vehicles. A copy of the report is sent to the Department of Motor Vehicles only if the damage is over \$75.00. There is little reference to the reports after they have been filed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. TELEPHONE LOG

Size: 8½" x 11"

Quantity: 7 cubic feet

Dates: 1946 - -

File Arrangement: Chronological

Annual Accumulation: 1 drawer per year

Disposable Amount: 4 cubic feet

All telephone messages to or from the campus police are noted in the log. Information shown is time, the message, received or made by whom, and action taken. Most of the entries are routine, since all watchmen are required to check-in by phone every half hour while they are on duty. There is reference to the log about once a month during the month the entry was made.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

BOARD OF PUBLIC WORKS

Date APR - 9 1955

Secretary

APPROVED  
HALL OF RECORDS COMMISSION

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## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

5. TIME SHEETSSize: 8 $\frac{1}{2}$ " x 11"

Quantity: 8 cubic feet

Dates: 1953 - -

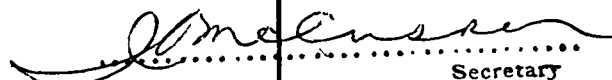
File Arrangement: Chronological

Annual Accumulation: 2 $\frac{1}{2}$  cubic feet

Disposable Amount: 2 cubic feet

This report is prepared daily by each officer and watchman employed by the University. The form shows date, car mileage, weather, hours worked, any locks not operative, any lights found left on and any remarks. The report is signed by the individual submitting it. Where punch clocks are used by the watchmen, the punch tape is attached to the report. The tape shows the date, route number, time punches, and watchman's name. There is occasional reference to the reports particularly by insurance and bonding companies. These references rarely extend beyond one month.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSIONBOARD OF PUBLIC WORKS  
Date APR - 9 1955  
Secretary